

PELHAM SCHOOL DISTRICT POLICY

IJL – LIBRARY MATERIALS SELECTION AND ADOPTION

Category: Optional

The librarians/media specialists, with oversight and input from administrators and teachers, may select materials for the library/media center from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media, and instructional technologies. Selection of such materials are to be made only after a determination that such materials are developmentally and age appropriate, provide quality learning experiences, and fit within the District's educational goals and philosophies. The primary consideration in the selection of materials is curriculum needs. Materials for purchase are considered on the basis of:

- overall purpose
- overall value to the existing collection
- timeliness or permanence
- importance of the subject matter
- quality of writing/production
- readability/view ability
- popular appeal
- authoritativeness
- reputation of the publisher/producer
- reputation and significance of the author/artist/composer, etc.
- format
- ease of use
- price

Materials shall provide information on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.

In selecting materials for the library/media center, the district library media specialist evaluates the existing collection, and then may consult subject specialists within the schools for recommendations, as well as reputable, unbiased, professionally prepared selection aids.

Whenever possible, purchase of materials shall be done only after personal evaluation by the district library media specialist or other professional staff or if favorably reviewed in one or more of the aforementioned selection aids.

Evaluation of the library/media center collection will be an on-going process. The district library media specialist will evaluate the collection for areas of weakness through the use of: circulation data, student and teacher requests, professional staff input, and suitability and sufficient quantity of materials to supplement the curriculum. Input and requests from the staff will be considered prior to ordering new materials to determine subject area or specific items desired for addition to the collection. Requests shall be fulfilled when considered to be of value to the collection and when monies are available.

Out-of-date or no longer used materials shall be withdrawn from the collection according to acceptable professional practices on an on-going basis. Such materials shall be disposed of at the discretion of the district library media specialist in consultation with subject specialists. Replacement copies of worn or missing materials shall be purchased as necessary.

PELHAM SCHOOL DISTRICT POLICY
IJL – LIBRARY MATERIALS SELECTION AND ADOPTION

Category: Optional

Gift Materials

Gift materials are evaluated by the same standards as materials for purchase, and are accepted or rejected by those standards. These donations will be accepted on the condition that the district library media specialist has the authority to make whatever disposition of the materials deemed advisable.

District Policy History:

Adopted: May 9, 2012

Revised: August 10, 2022